

**CITY OF BRAWLEY**  
**February 15, 2011**

The City Council of the City of Brawley, California met in a Sustainability Workshop at 1:00 PM, Brawley Council Chambers, 383 Main Street, Brawley, California, the date, time and place duly established for the holding of said meeting. The City Clerk attests to the posting of the agenda pursuant to G.C. §54954.2.

The meeting was called to order by *Mayor Pro-Tempore Nava* @ 1:07 PM

**PRESENT:** Couchman, Kelley, Nava

**ABSENT:** Campbell, Miranda

**APPROVAL OF AGENDA**

The agenda was *approved* as submitted. m/s/c Couchman/Kelley 3-0 Campbell/Miranda absent.

*CM Miranda* entered @ 1:11 PM and *Mayor Campbell* entered @ 2:20 PM

**PRESENTATIONS:**

**a. CITY MANAGER**

***Staff Report – Gary Burroughs***

To have a candid discussion between the City Council and City Staff on:

- 1) The ability of the City to sustain current services within projected revenue.
- 2) The cost to provide services comparable to industry.
- 3) FY 2012 Priorities for revenue
- 4) FY 2013-2014 Brief discussion on long term priorities.

Assumptions:

- 1) FY 2012 will be a flat budget, no increase in revenues and no increase in expenses.
- 2) RDA Funds will continue for one (1) more year.
- 3) No changes FY 2012 Budget even if the Utility Users Tax does not pass.

Areas of Concern:

- 1) Ability to build up reserves and balance enterprise funds.
- 2) Immediate need to expand water and wastewater capacity, distribution and interception.

- 3) Development fees do not cover adding resources to meet new demands.
- 4) Service levels not at municipal benchmarks.

**b. CITY ATTORNEY**

***Staff Report – Dennis H. Morita***

Areas of Concern:

- 1) Conflicting and overlapping issues associated with concurrent legal actions on bonding companies versus progress on the developments.
- 2) Effort to respond to developers such as Luckey Ranch, etc. that want to be “grandfathered” in to the current and even older development impact fees.

**CM Kelley** asked about graffiti on utility boxes, stop signs and etc. what can be done? I would like for this to be placed on the agenda in the next couple of months so we could do something to the parents like maybe file a civil law suit against them.

**c. CITY CLERK**

Areas of Concern:

- 1) Limitations of Laserfiche Software
- 2) Funding for Paperless Agenda Processor

**CM Nava** asked how soon we can start on the paperless agenda. **Answer:** 30 – 60 days. (**Burroughs**)

**d. PERSONNEL/RISK ADMINISTRATOR**

Areas of Concern:

- 1) Retention of current staff
- 2) Rising cost of Health Care Premiums
- 3) Keeping Worker’s Compensation claims to a minimum
- 4) Recruitment of qualified persons for open positions
- 5) Update personnel policies and employee handbook

**CM Miranda** asked why Employee Handbook had not been updated. **Answer:** To much work needs a lot of updates to be in compliance and besides we are using a lot of online training. (**Bonillas**)

**e. INFORMATION TECHNOLOGY**

Areas of Concern:

- 1) Virtualization project second phase completion providing
- 2) Virus protection full deployment
- 3) Data storage and retention for disaster recovery
- 4) System wide network monitoring
- 5) Funding for all projects current and future

**CM Kelley** mentioned that he wants more discussion and a relationship with Pioneers Memorial Hospital IT Department. What about social media Facebook/Twitter, I seen we have a fan page on Facebook who did the page?

**CM Burroughs** stated that he would look into it because he didn't know we had a fan page. We should have an answer within the next 90 days.

**f. POLICE DEPARTMENT**

Areas of Concern:

- 1) Budgetary issues
  - Loss of VLF funding (juveniles, booking fees, etc.)
  - Loss of COPS funding (\$100,000)
  - Increased costs of doing business w/flat budget
- 2) Inability to increase staffing to standard levels
  - Standard = 1.5 officer per 1,000 people
- 3) Depressed economy = increase in crime
- 4) Border violence

**PC Gillmore** stated that we still have to work on a community outreach program and go talk to service organizations.

**g. FIRE DEPARTMENT**

Areas of Concern:

- 1) Ability to continue to with the level of service that the citizens are use to
- 2) Impact fees not covering additional resources as the city may grow
- 3) Service level still not meeting the National Standard as per NFPA (1 firefighter per 1,000 population)
- 4) Safety concern with OSHA's "2 in and 2 out" requirement

*FC Contreras* stated that he still needs to find out about our emergency equipment that is diesel operated if they still need filters or are they exempted.

#### **h. PARKS AND RECREATION**

Areas of Concern:

- 1) Preservation of the infrastructure
- 2) Revitalization of existing facilities
- 3) Maintenance of the system
- 4) Proper management of the system
- 5) Maintaining a healthy relationship with the public and our “Partners in Parks”

Was mentioned that we could even consider privatizing the parks maintenance or hiring local landscapers to take care of our parks.

#### **i. LIBRARY**

Areas of Concern:

- 1) Industry standards
- 2) California State Funding cut effects
- 3) Sustainability

#### **i. PLANNING**

Areas of Concern:

- 1) Ability to provide existing level of service
- 2) Other cities of similar size have an average of 3 Planners, 1 Planning Technician, Administrative Assistant and an Accountant.
- 3) We can use consultants for supplemental services; however, the cost will be passed to the developer.
- 4) The time for using a consultant is typically much longer and the cost much higher than permanent staff.
- 5) Although recently adjusted, the planning processing fees do not cover adding resources to meet even the existing demand for services.

*Mayor Campbell* asked about the temporary permits that are issued on certain days of the year that are killing established businesses. We need to restrict or omit I believe we need to take a look at our present ordinance.

#### **k. COMMUNITY DEVELOPMENT**

Areas of Concern:

- 1) Sustaining service levels in housing.
- 2) Unresolved large projects in Code Enforcement

## **I. PUBLIC WORKS**

Areas of Concern:

- 1) Water Treatment Plant capacity
- 2) Wastewater Treatment Plant capacity
- 3) Pre-Treatment program
- 4) Water Distribution pipe capacity and integrity
- 5) Number of employees vs. number of mandates
- 6) Fund the much needed water meter crew
- 7) Funding for a Pavement Management Systems
- 8) Outdated city standard details
- 9) Storm water – mgt. plan and new construction permit
- 10) Animal Shelter in Brawley

**PWD Arellano** stated that we need to look into hiring a lab analyst vs. taking our samples to the local lab. We also need to look at the numbers in our shut off list.

## **m. ECONOMIC DEVELOPMENT**

- 1) Lack of funding for business loans
- 2) Potential loss of redevelopment funds
- 3) Potential loss of enterprise zone
- 4) Shift in “business center” from Main Street to Wal-Mart area and to the By-Pass area.

## **n. FINANCE**

- 1) Department is currently understaffed.
- 2) Improve efficiency with accounting software applications
- 3) Implementation of online bill pay system
- 4) Mitigation with City IT infrastructure

**ADJOURN @ 4:16 PM TO REGULAR CITY COUNCIL @ 6:00 PM, HIDALGO HALL,  
410 SOUTH CESAR CHAVEZ STREET, BRAWLEY, CALIFORNIA.**

*Alma Benavides*